

## Move Out Checklist

**Please Turn in at Inspection**

Please complete the checklist (where applicable) by initialing the item upon completion.  
This is not all-encompassing in scope.

**\*Note** Please do not use abrasive cleaners anywhere in the apartment/house or scratch pads on the appliances.

**Resident's Name:**

### MOVE OUT

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| <ul style="list-style-type: none"> <li>• Cancel Utilities – Provide proof</li> <li>• Turn in apartment key(s), mailbox key, parking permit(s), garage door opener(s)</li> </ul> | <ul style="list-style-type: none"> <li>• Schedule Inspection</li> <li>• Complete Cleaning as Listed Below</li> </ul> |
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### KITCHEN

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| <ul style="list-style-type: none"> <li>• Clean cabinets and drawers – wipe inside, outsides, and tops</li> <li>• Clean and shine sink and faucet</li> <li>• Sweep and wash floors</li> <li>• Clean out garbage disposal</li> </ul> <p><b>Range</b></p> <ul style="list-style-type: none"> <li>• Pull out and clean the wall behind, beside and floor under the range</li> <li>• Clean entire range – top, inside, sides and under the lid</li> <li>• Clean or replace drip pans</li> <li>• Clean oven and racks (caution: remove racks when using self-cleaning)</li> </ul> | <p><b>Refrigerator</b></p> <ul style="list-style-type: none"> <li>• Pull out and clean behind and under the fridge</li> <li>• Clean top and sides</li> <li>• Clean inside and the shelves</li> </ul> <p><b>Microwave</b></p> <ul style="list-style-type: none"> <li>• Clean inside-there should be no food particles</li> <li>• Clean under the microwave</li> <li>• Clean the outside of microwave</li> </ul> <p><b>Dishwasher</b></p> <ul style="list-style-type: none"> <li>• Clean inside and out</li> <li>• Remove all soap film and food particles</li> </ul> |
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### BATHROOM

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| <ul style="list-style-type: none"> <li>• Clean drawers inside and out</li> <li>• Clean the sink, faucet, and vanity</li> <li>• Sweep and wash floor</li> <li>• Clean/scrub shower/tub – all soap film must be removed</li> </ul> | <ul style="list-style-type: none"> <li>• Clean inside and all around toilet until shiny</li> <li>• Clean mirror – there should be no marks</li> <li>• Clean exhaust fan and grill</li> <li>• Clean towel bar and paper holder</li> </ul> |
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### OTHER

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| <p><b>Floors/Ceiling</b></p> <ul style="list-style-type: none"> <li>• Sweep and wash all floors including closets</li> <li>• Vacuum all carpeted floors including closets</li> <li>• Clean ceiling fan arms, blades. Motor</li> <li>• Sweep dust from ceiling</li> </ul> <p><b>Misc Items</b></p> <ul style="list-style-type: none"> <li>• Remove all garbage</li> <li>• Remove all personal property</li> <li>• Garage: Remove all items and clean floor</li> </ul> | <p><b>Windows/Doors</b></p> <ul style="list-style-type: none"> <li>• Clean all doors and door frames</li> <li>• Wash all windows inside</li> <li>• Wipe down entry door to apartment/house front and back</li> </ul> <p><b>Light Fixtures</b></p> <ul style="list-style-type: none"> <li>• Clean all light fixtures</li> <li>• Replace burned out bulbs with correct wattage</li> </ul> <p><b>Walls</b></p> <ul style="list-style-type: none"> <li>• Wipe down baseboards and electrical heating coverings</li> <li>• Clean light switches and plug ins</li> </ul> |
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If, after the inspection of the apartment, it is found that items were left dirty or not fully cleaned, you have until noon on the last day of your lease to remedy any outstanding cleaning issues. If the item is still not thoroughly cleaned by noon, you will be charged according to the Move Out Cost Schedule. After inspection, charges for cleaning and damages will be deducted from the security deposit.

Resident Signature

Resident Signature	
Resident Signature	